



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## PHARMACY INSPECTIONS & INVESTIGS COORD

Job Number: 20000841

Job Code: 33420V161016

Job Group: 3300 - HEALTH INSPECTION

Job Established: 11/01/1995

Job Revised: 10/16/2016

Grade: 88 Salary (MIN - MID):

\$40,545-\$53,723 - Hourly

\$6,588.58-\$8,730.00 - 37.5 Hr. Monthly Salary

\$0.00-\$0.00 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates inspection and investigation programs for all facilities issued permits by the Kentucky Board of Pharmacy. Assists in inspections and investigations of facilities issued permits by the Board. Manages office procedures in absence of Executive Director. Coordinates the work of pharmacy and drug inspectors; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in pharmacy or a doctorate degree in Pharmacy (Pharm.D.).

#### **EXPERIENCE:**

Must have five years experience as a licensed pharmacist.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be registered as a licensed pharmacist in Kentucky. <http://pharmacy.ky.gov/> <http://www.lrc.state.ky.us/KRS/315-00/CHAPTER.HTM> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates inspection and investigation programs for all facilities issued permits by the Board, including coordinating the activities of Pharmacy and Drug Inspectors. Coordinates Case Review Committee activities and serves as Chairperson of same. Presents Case Review Committee reports at Board meetings. Prepares correspondence related to or arising from inspections, investigations and Board disciplinary activities. Performs or assists in inspection of facilities issued permits by the Board for compliance with all federal and state pharmacy laws. Reviews professional practices of persons issued licenses or certificates by the Board for compliance with all federal and state pharmacy laws. Educates license holders, certificate holders and permit holders regarding deficiencies or changes in applicable laws. Performs or assists in investigation of complaints against persons or facilities issued licenses, certificates or permits by the Board arising from sources within or outside the profession. Documents all facts leading to or culminating in administrative disciplinary actions by the Board. Manages office procedures in absence of Executive Director. Assists in preparation, administration and grading of various Board examinations. Assists in processing license, certificate and permit applications and renewals. Assists in Board continuing education responsibilities.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in both an office setting and in the field. Frequent travel is required to complete field activity. In the administration of licensure examinations, may be required to work on Sundays (usually no more than three per year).

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*